



RECORDS RETENTION AND DISPOSITION SCHEDULE

Higher Education, Commission For. Student Assistance. Special Programs Division.

Agency: Higher Education, Commission For		Division: Student Assistance	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	87-502	COLLEGE FILES Files are part of the Minority Teacher and Special Education Services Program, or the Nursing Scholarship. Original signatures are on the Enrollment Verification Roster. File could contain copies of any adjustments or correspondence. Files are arranged chronologically by semester or quarter.	DESTROY after one (1) year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	87-504	COLLEGE WORK STUDY PROGRAM The State Student Assistance Commission enters into agreements with eligible employers for the operation of work-study programs. File likely contains the Indiana Summer Job Program, State Form Number 35040, State Summer Workstudy Acknowledgement, Employer-s Request Form, Employer Agreement and the standard Auditor of State Claim Vouchers. Eligible students must have completed at least one (1) academic year as a full-time student at an approved institution of higher education in Indiana.	DESTROY/DELETE after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	87-505	PAUL DOUGLAS TEACHER SCHOLARSHIP PROGRAM The program is no longer in existence. Records have already been audited, but will not be eligible for destruction until 2015, at which point this record series should be reviewed for deletion. A typical file consists of the Application Congressional Teacher's- Scholarship Institution Verification, SSACI/Scholar Agreement and Advisory Panel Ratings. It could include correspondence, resume and high school transcripts. Retention based on IC 34-11-2-6 and 34-13-1-1.	TRANSFER to the RECORDS CENTER immediately. DESTROY ten (10) years after grant date.